



IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

In re Application of:

WILLIAM R. REETZ and RONALD R. TAYLOR

Serial No. : 09/990,472  
Filed : November 20, 2001  
For : METHOD OF FORMING A  
THERMOACTIVE BINDER COMPOSITE

Dated: February 7, 2002  
Our File: RTZ 302D

**Attention: BOX MISSING PARTS**

Commissioner of Patents  
Washington, D.C. 20231

Sir:

**RESPONSE TO NOTICE TO FILE MISSING PARTS  
OF NONPROVISIONAL APPLICATION**

Enclosed for filing in connection with the above-identified patent application is an executed Declaration and Power of Attorney form.

Also enclosed is a duplicate copy of the Notice to File Missing Parts of Non-Provisional Application, together with our check in the amount of \$1,212.00 for payment of the filing fee and surcharge for filing these documents subsequent to the filing date of the application.

CERTIFICATE OF MAILING

I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Commissioner for Patents, BOX MISSING PARTS, Washington, D.C. 20231 on February 7, 2002.

*Mandi M. Leighty*  
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Respectfully submitted,  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/990,472	11/20/2001	William R. Reetz	RTZ 302D

FEB 21 2002

CONFIRMATION NO. 4409

## FORMALITIES LETTER



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Date Mailed: 12/07/2001

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## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 740 to complete the basic filing fee for a non-small entity. If appropriate, applicant may make a written assertion of entitlement to small entity status and pay the small entity filing fee (37 CFR 1.27).*
- Total additional claim fee(s) for this application is \$342.
  - \$90 for 5 total claims over 20.
  - \$252 for 3 independent claims over 3 .
- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 1212.

*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center  
Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE